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FORWARD

Uniformity is essential to efficient correspondence operations. It prevents confusion and misunderstanding and thus speeds office production. Faster training and increased utilization of personnel also result. This Guide aims to provide for this standardization in the preparation and handling of Agency memorandums and letters.

The standards prescribed were not selected arbitrarily. They were adopted from many tested systems and a consideration of Agency-wide preferences and needs. The rules are relatively simple. However, some study will be necessary if they are to be mastered.

Certain correspondence of the Agency may require the use of special paper or formats and procedures not covered in this Guide. In such cases, the security of the operation or nature of the correspondence will govern the procedure and style to be used. Several components of the Agency have issued Correspondence Manuals and Instructions to meet local requirements. In most instances the basic standards of this Guide are applicable.

The U. S. Government Correspondence Manual (Chapters One and Two) recommends use of the "Block Format" for Government letters. Some Agencies have adopted that format but most and this Agency have not. Nonetheless, the balance of the U. S. Government Correspondence Manual provides excellent guidance in correspondence for administrative offices. Likewise the U. S. Government Printing Office Style Manual is another excellent reference, especially in the area of preferred capitalization, compound words, and punctuation. In this Agency Guide we have tried not to duplicate the material in those Federal Manuals.

DISTRIBUTION: By CIA Records Administration Officer

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INTRODUCTION

The material in this Correspondence Guide is arranged in the order considered by a writer or typist. A section on the style standards applicable to any one of the four main formats is provided in Chapter I to minimize repeating these standards in subsequent sections. Personnel should become thoroughly versed with this section since it is frequently referred to throughout the Guide. Separate sections in Chapter II describe memorandums on letterhead stationary, plain bond, and Informal Office Memorandum forms, and in Chapter III the format of letters. The remaining chapters cover TOP SECRET material, correspondence prepared for the Director, and finally assembling the correspondence to go forward for signature. Each section is followed by an exhibit illustrating the format described.

This Guide is bound in loose leaf form to allow insertion of changes, or supplemental instructions developed at operating levels. It is recommended that such instructions be reproduced on colored stock, and inserted in the proximity of the guidance material which they supplement.

This Guide concerns only the preparation and handling of memorandums and letters. It does not contain information on other forms of communication such as dispatches, telegrams and cables, nor does it concern the flow and control of mail within the Agency. The issuances listed in Appendix A cover such subjects.

An Agency Correspondence Manual was originally prepared by the Records Division, General Services Office, in April 1952. In May 1955 the Records Management Staff prepared the Correspondence Style and Procedures Handbook [redacted] and rescinded the 1952 issue. The Handbook was updated in 1965 and a limited supply produced for training purposes. This current update was prepared in April 1972 for limited distribution and [redacted] discontinued. A full revision of this Correspondence Guide is contemplated and will include changes resulting from comments and suggestions received.

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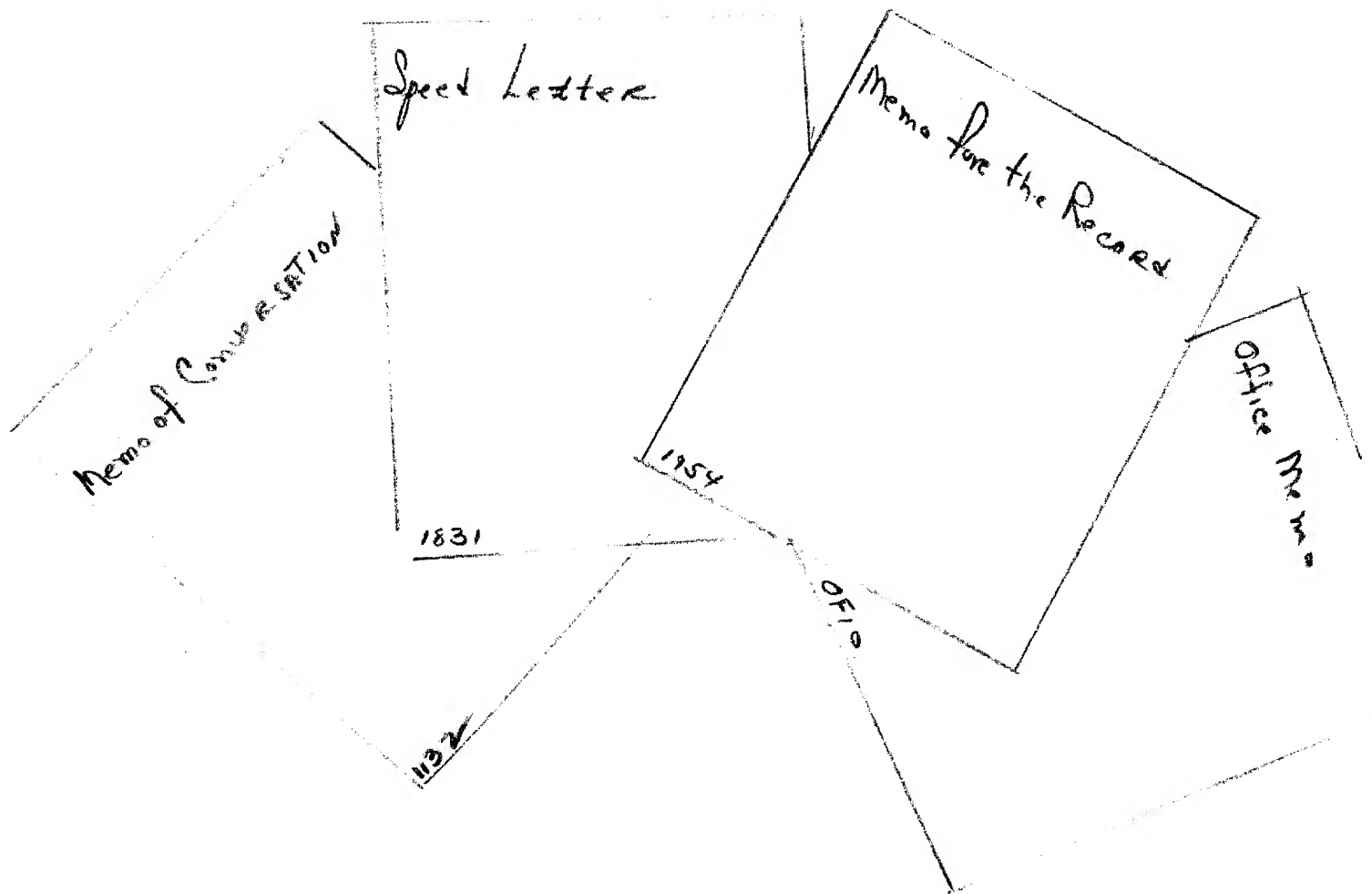


EXHIBIT 5

See
copy
attached



See sample
copy for
photographing

EXHIBIT 5

INFORMAL MEMORANDUMS
(Forms #1132, 1831, 1954, and DF-10)

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Section C

FORMS OF ADDRESS, SALUTATION, AND COMPLIMENTARY CLOSE

Rather than continually update and reprint ten pages of guidance on address and salutation formats for government letters, the reader is referred to the U. S. Government Correspondence Manual available in the Agency Supply Rooms (Federal Stock No. 7610-889-3558).

Chapter 5, "Models of Address" in that U. S. Government Correspondence Manual (1968) covers the address, salutation, and complimentary close for more than forty different government and civilian officials to whom Agency officers may have occasion to write. EXCEPTIONS: The Agency uses the title "The Honorable" where appropriate as opposed to the Government Manual which omits "The". The reader is reminded to check Chapter V of this Guide for the Director's preference for a complimentary close to his letters.

NOTE: Also in the U. S. Government Correspondence Manual (1968) the entire Part II (which covers capitalization, spelling, compound words, punctuation, and abbreviations) is compatible with the Agency practices and the GPO Style Manual. Both Manuals are recommended for Agency use and that material will not be reiterated in this Guide.)

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Single Reference Line:

MEMORANDUM FOR: Chief, Support Services Staff

SUBJECT : Proposed Cable Handbook

REFERENCE : Memo dtd 8 July 71 to DDS fr DDP same subj (TS #1234)

Multiple Reference Lines:

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Proposed Correspondence Guide

REFERENCES : (a) Memo dtd 10 Sep 71 to C/SSS fr DDS subj.
Agency Regulations (DDS 71-10651)
(b) Minutes of C/SSS Meeting dtd 7 Sep 71
subj. GPO Style
(c) Memo dtd 2 Nov 71 to DDS fr DDS&T subj.
same as above (DDS&T 71-7897 or DDS 71-10984)

Single Reference Line:

MEMORANDUM FOR: Chief, Support Services Staff

SUBJECT : Proposed Cable Handbook

REFERENCE : Memo dtd 8 July 71 to DDS fr DDP same subj (TS #1234)

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same as above (DDS&T 71-7897 or DDS 71-10984)

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REFERENCE SOURCES

SUBJECT

REFERENCE

Cable Policy

Cable Procedures

Dispatches to the Field;
Preparation and Forwarding

Mail Service-- Penalty Indicia
Mail

Telegrams (Unclassified);
Transmission and Receipt

U. S. Government Printing

U. S. Government Correspondence

U. S. Government Mail



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GPO Style Manual

U. S. Government
Correspondence Manual

Prepare with Care

APPENDIX A

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